

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 18, 2001

ALL-COUNTY INFORMATION NOTICE NO. I-26-01

TO: ALL COUNTY WELFARE DIRECTORS
ALL WELFARE-TO-WORK COORDINATORS
ALL CALWORKS PROGRAM MANAGERS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: THE PERFORMANCE INCENTIVE FUNDS MATRIX (DATABASE) WEBSITE

The Office of the Regional Advisors with technical assistance from the Information Systems Division and Program Integrity Branch has developed a Performance Incentive Funds database that displays all the information provided by the counties in their performance incentive plans. The database is available through the Internet located at the California Department of Social Services, Welfare-To-Work Division website. The direct website address is: www.dss.cahwnet.gov/wtw/ra. To assist you in reviewing and retrieving specific information from the performance incentive county plans, the system includes search capabilities.

Attached are instructions on how to maneuver through the database. We suggest you read the instructions before accessing the database. Since we will be engaged in an ongoing effort to refine and enhance the database, please contact us with ideas about how it might be improved to better meet your needs. Also, please review the information about your county and provide us with any updates.

If you have any questions, please contact the Office of the Regional Advisors at (916) 654-0617.

Sincerely,

Original signed by

BRUCE WAGSTAFF
Deputy Director
Welfare to Work Division

Attachments

ATTACHMENT

COUNTY PERFORMANCE INCENTIVE OVERALL EXPENDITURE PLAN

DATABASE INSTRUCTIONS

THE VIEW SCREEN

When you first enter the Performance Incentive Funds Plan Matrix (database), the view screen defaults to all counties listed in alphabetical order (5 records per screen). The following describes each field/column:

Column 1 – County Name

List the county name.

Column 2 – Title of Project

Name given to project by the County.

- To view an expanded description of the project, double-click on the title of the specific project title; pop-up menu appears. YOU MUST MANUALLY CLOSE THIS WINDOW BEFORE ACCESSING ANOTHER PROJECT'S EXPANDED DESCRIPTION.
- To print the pop-up expanded description; right click the mouse and a menu will appear with options. Select "print"; print menu should appear.

Column 3 - Category (Click here to view category list)

Projects have been grouped into major strategies with examples of focuses. To view legend, click on "Click here to view category list".

Column 4 - TANF Purpose (Click here to view TANF purposes)

Counties are allowed to expend their performance incentive funds in any way allowable under federal law. Federal law allows for expenditure of funds in any manner that can be reasonably calculated to accomplish the goals of the TANF program or for specific activities that had been in California's approved Title IV-A (or IV-F plan effective as of September 30, 1995.) This field identifies the TANF goal (purpose) that the project will accomplish. To view the four TANF purposes, click on (Click here to view legend).

Column 5 - Total Proposed Funds

This is the amount the county is proposing to obligate for the specific project. This amount may include resources other than performance incentive funds.

Column 6 - Target Population

- CW Only (CalWORKs only) – This is a “Yes/No” field. Yes, means the project targets only CalWORKs eligibles. No, means the county proposes to provide services to CalWORKs and non-CalWORKs eligibles.
- Focus of Program – Identifies what population the project is focusing on: youth, families, Limited-English Proficient (LEP), emancipated foster care youth, etc.

Column 7 - Counts Toward Expanded Needy Family Definition

This is a “Yes/No” field and identifies if the county is obligating performance incentive funds to be applied toward the expanded “needy family” definition.

California legislation allows up to 25 percent of a county’s total performance incentive funds to be spent on families meeting the expanded needy family definition. Chapter 108, Statutes of 2000 (AB 2876) defines “needy families” as those families not receiving aid under CalWORKs in which the minor child is living with a parent or adult relative caregiver and the family’s income is less than 200 percent of the official federal poverty level (FPL) guidelines applicable to the family size. This definition is exclusively for the purpose of providing non-assistance services using performance incentive funds pursuant to federal regulations.

Column 8 - Percent That Counts Toward Expanded Needy Families

Identifies the percent of the total funds the county has proposed to go towards the expanded needy family definition.

Column 9 - Amount Planned for Expanded Needy Families

Identifies the amount of performance incentive funds the county has proposed to obligate that meets the expanded needy families definition.

Column 10 - In-House Staff or Contract

Identifies if the county intends to provide services with county staff or through contracted providers. S = In-House Staff; C = Contracted Providers.

Column 11 - Provisional or Final

Identifies if the submitted county performance incentive fund plan is preliminary or has received final county approval; P = Provisional; F = Final.

HOW TO USE THE DATABASE

To begin applying search conditions to fields, click “View select area on/off.” The “Field Selection” and “Report Filter Criteria” should appear.

We suggest keeping searches/queries simple.

FIELD SELECTION

Drop and Add Columns: This feature will allow you to view only the columns you wish to see. To remove a column, uncheck the box in the upper left-hand corner column selection and click the gray “Apply” button. To view the removed columns, check the box and click the “Apply” button.

REPORT FILTER CRITERIA

Section I: Drop down menus for each field that has limited choices are provided for you. You may select single or multiple selection(s) across fields.

- Single selection: click (highlight) your choice you wish to search for, then click the “apply” button located at the bottom of your screen.

Example: If you want to know all the projects proposed by Calaveras County, select (county) “Calaveras”, click “Apply” button located at the bottom of your screen.

- Multiple selections: press down “control” key and click (highlight) your choices. Then, click the “apply” button located at the bottom of your screen.

Example: Same as above but, press down “control” key and click (highlight) multiple counties such as “Contra Costa”, “San Francisco”, click “Apply” button.

Apply “Clear filter form” located at the bottom of your screen to clear selections.

It is not necessary to clear the filter before applying another condition. The system will automatically overwrite the previous selection(s). Clearing the filter will return you to the beginning state of the database.

Section II: In conjunction with the above selection choices, this section allows you to perform word/text searches in the “Title”, “Description” and “Total Proposed Funds” fields.

- For example, if you are searching for counties who intend to fund child care programs/services but you are not sure if child care has a space between child and care or is one word, childcare. Select “Description”, then select “LIKE”, then type in “child care” (with or without the space), then click “Apply”. The system will search for all records with child care and childcare in the project description field.
- Another example, you want counties that are funding domestic abuse programs. Counties may have used the word “abuse” or “violence”. Select “Description”, then select “LIKE”, then type in “domestic”, click “Apply”. The system will find all counties with domestic in the project description field.
- Using the “AND” and “OR” function located at the right of the space to type in key word(s):

An “OR” is an additive comment. The database will search for all records that contain the word/words that you are searching for. The more “OR” statements will result in more possible records.

For example, Description like “pregnancy prevention” “OR”
 Description like “reduce pregnancy”

The database will search for all records that contain in the description field “pregnancy prevention” or “reduce pregnancy”.

An “AND” is a subtractive comment. The database will search for all records that contain the word/words in the same record. The more “AND” statements will result in restrictive searches.

For example, Description like “pregnancy prevention” “AND”
 Description like “reduce pregnancy”

The database will search for all records that contain the words “pregnancy prevention” and “reduce pregnancy” in the same record.

- “Total Proposed Funds” field: Type in only numbers and decimal point. Do not type in dollar signs or commas.

For example, Total Proposed Funds “=” (equal) “1000000”

The database will search for all records that have total proposed funds of \$1 million.

TO PRINT

To print the results of your selections, look at the top left-hand corner of the view screen. Do you see "Total records = some number"? This tells you the number of total records that met your selection criteria. A couple of lines down from this displays "# of records per page" which is defaulted to 5. Change this number to the total number of records that met your selection criteria. Click the "Go" button. You should now be looking at all the records that met your criteria. Select "File", "Print" in your browser. Please note that printing out a large amount of records, may slow down your access to the database and the response time.

Please e-mail the Office of the Regional Advisors at regionaladvisors@dss.ca.gov if you have any questions on the operation of the database.

FURTHER CLARIFICATION REGARDING SPECIFIC PROGRAMS SHOULD BE OBTAINED FROM THE INDIVIDUAL COUNTY.